

# RILEY COUNTY, KANSAS

## As-Needed, On-Call Juvenile Intake & Assessment Officer

<b>Pay Grade:</b>	<b>Job Number:</b>	<b>Department:</b> Community Corrections	<b>Division:</b> Intake
<b>Work Message Phone:</b> 537-6380		<b>Work Address:</b> 115 N. 4 <sup>th</sup> Street, 2 <sup>nd</sup> Floor West	
<b>FLSA Status:</b> Non-Exempt			

**Reports To:** Juvenile Services Supervisor &/or Director

**Purpose:** This position will be for the purpose of screening and conducting intakes for juveniles and having the responsibility for coordinating placements into foster care, emergency shelters, detention or attendant care.

### **Essential Functions:**

1. Assist law enforcement officers and other RCCC staff in the screening, placement, and release of those juveniles taken into custody by law enforcement in Riley County from 5:00pm to 8:00am Monday through Friday, including weekends.
2. Appropriately assess potential placements, taking into consideration the least restrictive placement, considering the safety of the child and the community and available community resources.
3. Preparation and submission of applicable POSIT and JIAQ forms.
4. Preparation of County Attorney reports.
5. Routinely provide transportation for juvenile offenders and children in need of care that are processed through the intake system.
6. Provide crisis intervention services and serve as a resource broker.
7. If necessary, testify at hearings concerning intake youths.
8. Maintain a working knowledge of the Kansas Juvenile Justice Code and Policies and Procedures established by the Juvenile Justice Authority, and Supreme Court Order #97.

### **Recruiting Requirements:**

Any combination of experience, education or training which provides the following knowledge, skill and ability:

High School Diploma or GED.

Be at least 21 years of age.

Valid drivers license.

Experience or education in Crisis Intervention.

Law enforcement self-defense training.

Drug and alcohol awareness training.

Knowledge of laws and statutes regarding juvenile offenders.

### **LOCATION OF WORK:**

The primary work location for this position will be the Community Corrections Juvenile office, 115 N. 4<sup>th</sup> Street, 2<sup>nd</sup> Floor West, Manhattan, KS. Considerable fieldwork will be required, mostly within a radius of 50 miles. A county vehicle will ordinarily be provided, however, the position holder must have access to a personal vehicle for use when a county car is not available.

**WORK SCHEDULE:** This is an as-needed, on-call position. Due to the responsibilities associated with this position, the position holder will be required to carry a pager from 5:00pm to 8:00am, Monday through Friday, including weekends. The position requires an immediate response to all pages and reporting in-person within thirty

minutes.

**OTHER:** This position is contingent upon receiving continued grant - funding. The hourly wage for this position is \$10.00, with a daily rate of \$30.00 for being on-call and carrying a pager.

### **Recruiting Requirements:**

**Knowledge/skills:** Ability to work with diverse populations in difficult situations. This position requires full knowledge of RCCC Policies and Procedures, the Juvenile Justice Authority's Policies and Procedures, Supreme Court Order #97, and the Kansas Juvenile Justice Code. It requires the knowledge of the Kansas Sentencing Guidelines. It requires a high level of knowledge of the Criminal Justice System, effective oral and writing skills and counseling skills when appropriate. Qualifications: High School Diploma or GED, must be at least 21 years of age and successfully complete a screening which includes a criminal history record investigation. Ability to work with diverse populations in difficult situations.

**Supervisory Control:** The supervisor sets the overall policies, procedures, objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. The employee acts independently in the general aspect of screenings and placements and consults/refers to the supervisor when appropriate.

**Guidelines:** This position requires full knowledge of RCCC Policies and Procedures, RCCC Personnel Policies, Kansas Juvenile Justice Authority's Policies and Procedures, Supreme Court Order #97, Kansas Juvenile Justice Code, and CC Act 75-5290. The instances that allow for local policy are incorporated into the local directives that are established by the Director. Due to the nature of the job, discretion is required. Depending on the level of discretion, constant input and approval from the Director or Supervisor are required.

**Complexity:** All contact with juveniles is potentially difficult or dangerous because this position works with offenders with some of them being violent. These contacts vary from day-to-day and offender-to-offender. The contacts will differ in environment from office visits to meeting at R.C.P.D. The unexpected can happen at any time on any visit.

As stated before, the unusual situations are considered the norm for the Juvenile Intake Officer and therefore, the officer must be well versed in the appropriate discretion allowed youth. The Juvenile Intake Officer must be able to make quick judgements that are reasonable, yet not rash.

**Scope and Effect of Work:** If proper supervision is not provided to an offender, the youth's penetration into the criminal justice system may be higher. Any undue penetration by a youth into the system may adversely impact the youth, as well as consuming more resources than necessary.

**Personal Contacts:** Assigned offenders, family members of the offender, employers of the offenders, the offenders legal representative, treatment providers and mental health counselors of the offenders, local and state Law Enforcement personnel, court officials, other members of the Community Corrections program, Court Services personnel, neighbors of the offender, school officials, and service providers.

**Purpose of Contacts:** The purposes of these contacts are to obtain knowledge of the juvenile. The purpose of contacts with school officials, employers, supervisors of community service work and treatment or mental health professionals is to ensure a proper placement decision is made. It is also for the purpose of obtaining information, which may aid that offender in improving his/her way of living. Contact with spouses, family members and girlfriends/boyfriends is to ensure that the juvenile carries himself/herself properly at home also. Court officials,

and other officials of the state and government are ordinarily a professional contact that is the direct result of a requirement or coordination of other official action involving the offender.

**Physical Demands/Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk or hear; smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to sit long periods of time, both in traveling and when working at respective workstation. This position is a high stress and crisis filled position, therefore flexibility is needed. Due to working with juvenile offenders, there exists the risk of possible injury and/or loss of life. When traveling, must deal with various weather elements. The JIAO will be exposed to body fluids when performing drug testing. The JIAO must have the ability to use ones senses to perceive the detailed cues of body language, speech and reactions.

The physical demands require that the JIAO be readily able to move without difficulty, be able to drive an automobile, be acute to the aroma of alcohol/THC, and be able to access public buildings, private buildings and/or dwellings. Near daily contacts outside of the office are required. The nature of the contacts will vary but ordinarily the JIAO is required to enter a job site such as a factory or construction crew, be exposed to the elements of nature, climb stairs and other duties involved in proper field visits. This position also entails an element of physical danger due to situations that could escalate into a physical confrontation.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to dangerous elements of potentially criminal behaviors, wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually moderate.

This position requires occasional and sometimes prolonged exposure to the elements of nature, exposure to possible biological hazards at factories or processing plants, and possible health hazards when conducting alcohol/drug screens. Meeting with juveniles in a number of varying venues can be potentially dangerous situations based on the juveniles' perception of a revocation procedure and/or arrest being brought on by contact with the ISO.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.***

***The job description does not constitute an employment agreement between the employer and the employee and***

***is subject to change by the employer as the needs of the employer and requirements of the job change.***